

# Cape Schools Open Minds and Open Doors

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**Ruth Ellen Vaughn**  
Director of Instruction

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Business Manager

## CAPE ELIZABETH SCHOOLS

320 Ocean House Road  
P.O. Box 6267  
Cape Elizabeth, Maine 04107  
Phone: (207) 799-2217 Fax: (207) 799-2914

**Meredith S. Nadeau**  
Superintendent of Schools  
mnadeau@CapeElizabethSchools.org

November 6, 2013

FCC  
OFFICE OF THE SECRETARY  
445 12<sup>TH</sup> ST SW  
WASHINGTON DC 20554

RE: **CC Docket No. 02-6**

To Whom It May Concern:

Entity & BEN	Cape Elizabeth Schools [BEN 121411]
Contact Person	MEREDITH NADEAU [ formerly Erik Kramer ]
Contact Mailing address Phone/ Fax number Email	320 OCEAN HOUSE RD, CAPE ELIZABETH, ME 04107 (207) 799-2217 / Fax: (207) 799-2914 Mnadeau@CapeElizabethSchools.org
Service Provider	
Funding Year	2013
Application Type & Application number	Form 471 Application Number 927606
FRNs	2550114, 2550208, 2550209
Appeal reason	CC DOCKET NO. 02-6, please see below

### Appeal Explanation:

We respectfully request a Deadline Waiver Request to have the "FUNDING YEAR 2013 FORM 471 POSTMARKED OUTSIDE OF WINDOW" status in which our Form 471 application 927606 overturned. Please refer to the following chain of events:

2/28/2013 - Form 470 (Application Number: 249630001132420) certified

3/29/2013 - Form 471 (Application Number: 927606) certified

7/26/2013 - FORM 471 POSTMARKED OUTSIDE OF WINDOW status letter received

Our primary contact for E-Rate funding changed hands at the onset of the 2012-2013 school year and the new employee was unaware of the Form 470 deadline (2/14/2013) until after it had passed. We duly submitted Form 471 as soon as we were able.

The funding decision letter was received in the summer during our primary contact's vacation and was misplaced. Learning of the upcoming Form 486 deadline, our primary contact searched and found the funding decision letter stating our Form 471 status. We have updated our schedule of events so that this will not happen in the future and ask that you honor our appeal and accept our Form 471 despite this late date.

Sincerely,

A handwritten signature in black ink, appearing to read "Meredith S. Nadeau". The signature is fluid and cursive, with the first name "Meredith" and last name "Nadeau" clearly distinguishable.

Meredith S. Nadeau  
Superintendent of Schools

MSN/arf

cc:

NOV 06 2013



**Universal Service Administrative Company**  
Schools & Libraries Division

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**Administrator's Decision on Appeal – Funding Year 2013-2014**

November 04, 2013

Meredith Nadeau  
Cape Elizabeth School Dept  
320 Ocean House Rd  
P.O.Box 6267  
Cape Elizabeth, ME 04107

Re: Applicant Name:	CAPE ELIZABETH SCHOOL DEPT
Billed Entity Number:	121411
Form 471 Application Number:	927606
Funding Request Number(s):	2550114, 2550208, 2550209
Decision Letter Date:	July 26, 2013
Date Appeal Postmarked:	October 28, 2013
Your Correspondence Dated:	October 28, 2013

Our records show that your appeal was postmarked more than 60 days after the date your FCC Form 471 Postmarked Outside of Window Letter was issued, as shown above. Federal Communications Commission (FCC) rules require applicants to postmark appeals within 60 days of the date on the decision letter being appealed. FCC rules do not permit the Universal Service Administrative Company (USAC) to consider your appeal.

If you believe there is a basis for further examination of your application, you may file an appeal with the FCC. You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be postmarked within 60 days of the above the date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found under the Reference Area/"Appeals" of the SLD section of the USAC website or by contacting the Client Service Bureau. We strongly recommend that you use the electronic filing options.

Schools and Libraries Division  
Universal Service Administrative Company



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**FUNDING YEAR 2013 FORM 471  
POSTMARKED OUTSIDE OF WINDOW**

July 26, 2013

Erik Kramer  
CAPE ELIZABETH SCHOOL DEPT  
320 OCEAN HOUSE RD  
CAPE ELIZABETH, ME 04107

Re: Applicant's Form Identifier: Cape471  
Form 471 Application Number: 927606

We're sending this letter to notify you that your FCC Form 471 application and/or certification was received or postmarked AFTER the deadline for an application to be considered as filed within the window. Applications submitted outside of the filing window will not be considered for funding unless funds remain after considering all in-window applications.

**TO REQUEST A WAIVER OF THE FILING WINDOW DEADLINE:**

The window filing requirement is contained in the Federal Communication Commission (FCC) rules for the E-rate program. USAC cannot consider requests for waivers of FCC rules. If you missed the FCC Form 471 filing window deadline and wish to request a waiver, you may file a waiver request with the FCC. You should refer to CC Docket No. 02-6 on the first page of your waiver request. We strongly recommend that you review "Appeals" posted in the Reference Area of the SLD section of the USAC website for electronic filing options and additional information on waiver requests.

**TO APPEAL THIS DECISION:**

If you disagree with the decision indicated in this letter - for example, if you believe that you postmarked your FCC Form 471 on or before the filing window deadline - you have the option of filing an appeal with USAC or with the FCC.

If you wish to appeal to USAC, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the decision letter and the decision you are appealing:
  - Appellant name,
  - Applicant or service provider name,
  - BEN,

Schools and Libraries Division - Correspondence Unit  
30 Landex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at [www.usac.org/sl](http://www.usac.org/sl)

- Application number 927606 as assigned by USAC,
- "Funding Year 2013 FCC Form 471 Postmarked Outside of Window Letter,"
- AND
- The exact text or the decision that you are appealing.

3. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.
4. If you are an applicant, please provide a copy of your appeal to the service provider(s) affected by USAC's decision. If you are a service provider, please provide a copy of your appeal to the applicant(s) affected by USAC's decision.
5. Provide an authorized signature on your letter of appeal.

To submit your appeal to USAC by email, email to [appeals@sl.universalservice.org](mailto:appeals@sl.universalservice.org). USAC will automatically reply to incoming emails to confirm receipt.

To submit your appeal to us by fax, fax your appeal to (973)599-6542.

To submit your appeal to us on paper, send your appeal to:

Letter of Appeal  
 Schools and Libraries Division - Correspondence Unit  
 30 Lanidex Plaza West  
 PO Box 685  
 Parsippany, NJ 07054-0685

If you wish to appeal to the FCC, you should refer to CC Docket No. 02-5 on the first page of your appeal. Your appeal must be received by the FCC or postmarked within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. We strongly recommend that you use the electronic filing options described in "Appeals" posted on our website. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

Schools and Libraries Division  
 Universal Service Administrative Company